supplies, etc.)

Meeting Preparation Checklist

INI	TIATE MEETING (2-3 WEEKS AHEAD IS IDEAL)
	Send GroupWise appointment with overview of purpose and desired outcome to: • Key Attendees
	Schedule meeting room and any projectors or equipment
WE	EEK BEFORE
	Review purpose for meeting (confirm necessity)
	Send e-mail request for agenda items and materials for the meeting (attach previous minute with assignments)
	Prepare draft agenda (include previous minutes with task assignments and send to co-leads if necessary)
ΤV	O DAYS BEFORE
	Verify that the key players can attend the meeting
	Send draft agenda with meeting reminder to attendees
	Skim materials to review and understand key issues
	Confirm and prepare equipment and tools (laptop, flash-drive, projectors, flipcharts, etc.)
	Plan water/ refreshments if needed (keep in mind special dietary requirements)
DΑ	Y BEFORE
	Gather agenda, reports and reference materials
	Notify front desk/reception about the meeting (provide the names of external attendees)
	Note: For any external attendees:
	Coordinate parking/security access for external attendees
	Email a map and directions to attendees
DΑ	Y OF MEETING
	Verify who's declined the meeting and ensure key players are still attending
	Take spare copies of minutes, agenda and reference materials
	Half-hour before meeting ensure the room is in order (optimal layout, equipment working,